



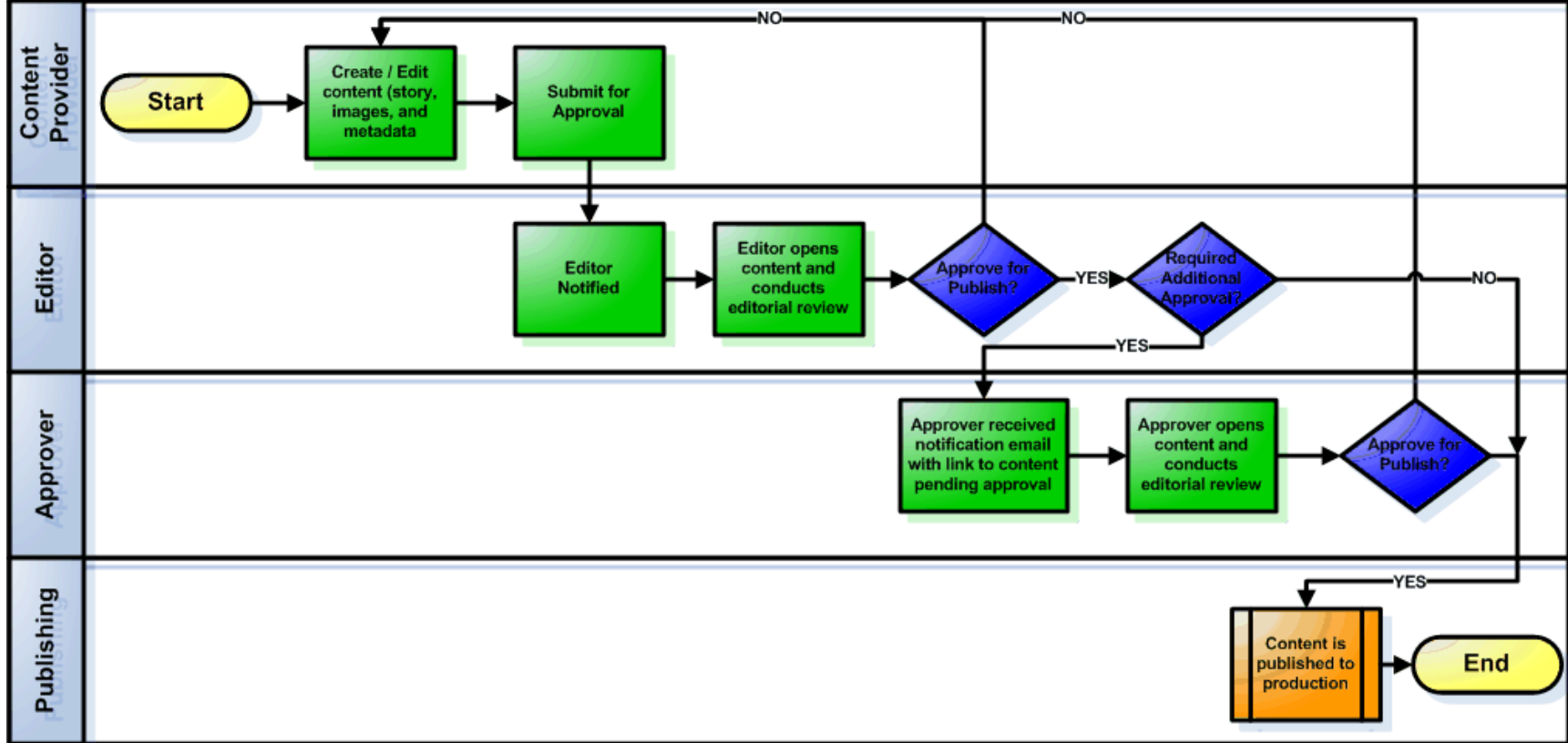
Approval Process

1. **Navigate** to Unit to approve a Press Release or a News Story **Navigate** to Orders & Directives or Messages approve them
2. **Select** View Reports then Pending Approval from the Site Action menu
3. **Review** Items to be approved
4. **Approve** or **Reject**



Content Management Workflow

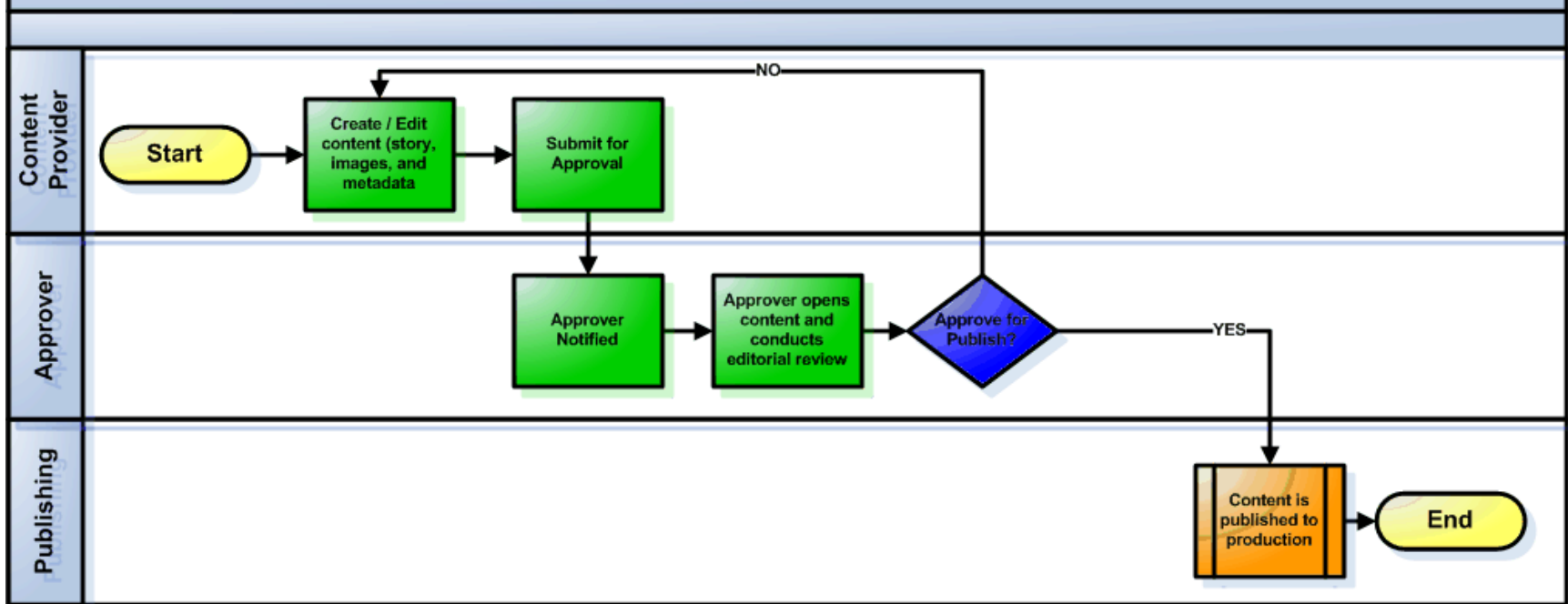
Marines.mil Content Approval Process – Editor & Approver





Content Management Workflow

Marines.mil Content Approval Process – One Approver





Navigating to Unit for News Story or Press Release

1a. Click *Units*

The screenshot shows the homepage of the Marines.com website. At the top, the navigation menu includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The 'Units' link is highlighted with a red box and a red arrow pointing to it from the '1a. Click Units' instruction. To the right of the navigation menu is a search bar with a 'Search' button and a link to 'Advanced Search'. Below the navigation menu, the main content area is divided into several sections. On the left, there is a 'CALL TO SERVICE' section with a message from the Commandant of the Marine Corps, followed by links for 'Re-enlist', 'Volunteer for Duty', 'Join the Corps', and 'Retirees'. In the center, there is a video player showing a group of Marines in uniform, with a caption indicating they are graduates of a Humvee licensing and preventive maintenance course. On the right, there is an 'OPERATIONAL NEWS' section with a 'Section Home' link and a list of news items including 'In the News', 'Press Releases', and 'Legal Advisories'. At the bottom, there is a 'FEATURES' section with links to 'Medal of Honor', 'Leaders Guide', and 'Join the Corps'.

UNCLASSIFIED



Navigating to Unit for News Story or Press Release

1b. Select *Unit*

Welcome Gessner Ctr Kathy // Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | **Units ▾** | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾

Advanced Search

Home > Units Add Link to Site

View All Site Content

Unit Directory

Headquarters Marine Corps

Unit Type	Location	Alphabetically
▪ Artillery	▪ Afghanistan	▪ A-G
▪ Aviation	▪ Africa	▪ H-N
▪ Bases and Stations	▪ Arizona	▪ O-T
▪ Detachments	▪ California	▪ U-Z
▪ Divisions	▪ District of Columbia	▪ 0-9
▪ Expeditionary Units	▪ Europe	
▪ Headquarters Agency	▪ Florida	
▪ Infantry Units	▪ Georgia	
▪ Marine Logistics Group	▪ Hawaii	
▪ Marine Forces	▪ Iraq	
▪ Recruiting Districts	▪ Japan	
▪ Reserves	▪ Kentucky	
▪ Training/Schools	▪ Korea	
▪ Other Elements	▪ Louisiana	
	▪ Maryland	
	▪ Missouri	
	▪ Nebraska	
	▪ New York	
	▪ North Carolina	
	▪ Oklahoma	
	▪ Rhode Island	
	▪ South Carolina	
	▪ Texas	
	▪ Virginia	
	▪ Washington	

Official U.S. Marine Corps Web Site News organizations can contact our media office @ (703) 614-4309 for more information Copyright 2006. All Rights Reserved See all [RSS Feeds](#) [Legal Advisories](#) [Sitemap](#) [Contact Us](#)



Navigating to Unit for News Story or Press Release

1c. Click *Unit* from list of links

The screenshot shows the Marines website with the following elements:

- Top navigation bar: / Welcome Kathy Gessner / My Links / Site Actions
- Marines logo: **MARINES** THE FEW. THE PROUD.
- Main navigation menu: Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community
- Search bar: Search
- Breadcrumb: Home > Units
- Buttons: Create Site | Add Link to Site
- Left sidebar: View All Site Content, Lists
- Unit Directory: Results
- Unit Type: Expeditionary Units
- Unit List:
 - II MEF
 - <http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>
- Sort options: Sort by Title | Sort by Url

A red arrow points from the "Units" link in the main navigation menu to the "II MEF" unit entry in the Unit Directory: Results.



Navigating to Messages

1a. Click *News* from the drop down menu

1b. Click
Messages

The screenshot shows the Marines website interface. At the top, the navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A red arrow points to the 'News' link. Below the navigation bar, a dropdown menu is open, showing options: Marine Corps News, Marines Magazine, Messages, Publications, News From the Front, Press Releases, and Photos. A second red arrow points to the 'Messages' option. The main content area features a video player with a red overlay and a sidebar with sections like OPERATIONAL NEWS, In the News, Press Releases, and Legal Advisories. The bottom section contains featured articles such as Medal of Honor, Leaders Guide, and Join the Corps.



Navigating to Orders and Directives

1a. Click *News* from drop down menu

1b. Click
Publications

1c. Click
Orders and Directives

The screenshot shows the Marines.com website with the following navigation steps highlighted:

- 1a. Click *News* from drop down menu:** The 'News' dropdown menu is open, showing options like 'Marine Corps News', 'Marines Magazine', 'Messages', 'Publications', 'News From the Front', 'Press Releases', and 'Photos'.
- 1b. Click *Publications*:** The 'Publications' dropdown menu is open, showing options like 'Marine Corps Publications', 'Doctrine', 'Technical Publications', 'Pubs Library Management System', 'Orders and Directives', and 'Marine Corps Forms'.
- 1c. Click *Orders and Directives*:** The 'Orders and Directives' option is highlighted in the 'Publications' dropdown menu.

The website header includes the Marine Corps logo, the tagline 'THE FEW. THE PROUD.', and a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present.

The main content area features a video player and a sidebar with 'OPERATIONAL NEWS' and 'In the News' sections. The footer contains a 'FEATURES' section with links to 'Medal of Honor', 'Leaders Guide', and 'Join the Corps'.



Approval Process – Reports Method

2a. Click Site Actions drop down

The screenshot shows the Headquarters Marine Corps website. A red arrow points to the 'Site Actions' dropdown menu in the top right corner. The dropdown menu is open, showing options: 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View All Site Content', 'View Reports', 'Site Settings', and 'Manage Content and Structure'. A red arrow points to 'View Reports' in the dropdown menu. Another red arrow points to 'Pending Approval' in the right sidebar, which lists tasks assigned to the user.

2b. Click View Reports

2c. Click Pending Approval

NOTE: Approvals must be done from the site where the item was created



Approval Process – Reports Method

3. Check *Item(s)* to approve

NOTE: All items can be checked by clicking in the box next to Type

The screenshot shows the 'Site Content and Structure' page for 'Headquarters Marine Corps'. On the left is a tree view of the site structure. On the right is a table titled 'Pending Approval' in 'Headquarters Marine Corps'. The table has columns for 'Type', 'Title', and 'Modified'. A red box highlights the 'Type' column header and the checkbox next to the 'regions2.jpg' item. A red arrow points from the '3. Check Item(s) to approve' text to this checkbox.

Type	Title	Modified
<input checked="" type="checkbox"/>	regions2.jpg	6/11/2007 9:34 AM

NOTE: If Workflows are set up to be started manually, you can approve in bulk, if not you must approve each item separately.



Approval Process – Reports Method

4a. Click *Actions* drop down

The screenshot shows the 'Site Content and Structure' interface. On the left is a tree view with 'Headquarters Marine Corps' selected. On the right, a table titled 'Pending Approval' in 'Headquarters Marine Corps' shows a file named 'regions2.jpg'. An 'Actions' dropdown menu is open over the file, with the 'Approve' option highlighted. Red arrows point from the text boxes to these elements.

Back to 'Headquarters Marine Corps'

Site Content and Structure

Refresh all

Home

- In the Community
- News
- Search
- Units
 - Headquarters Marine Corps
 - Assistant Commandant of the Marine Corps
 - Aviation
 - Blount Island Command
 - Chaplain of the Marine Corps

'Pending Approval' in 'Headquarters Marine Corps'

Show Related Resources View: Pending

Title
regions2.jpg

Copy...
Move...
Delete
Check Out
Discard Check Out
Check In
Reject
Approve

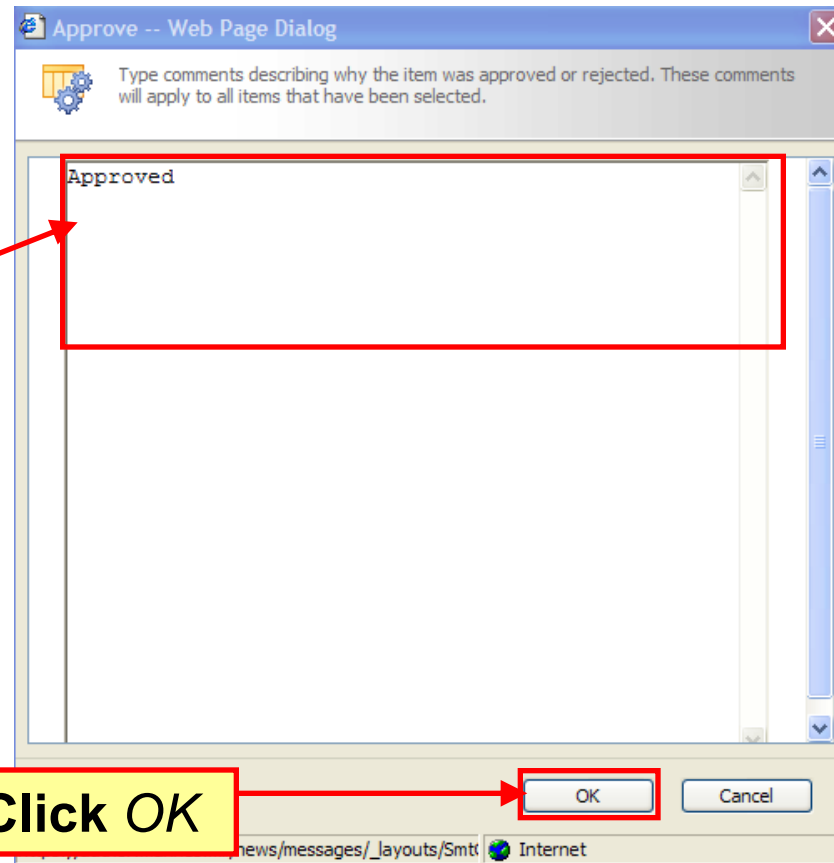
4b. Click *Approve*



Approval Process – Reports Method

5a. Enter Comment

5b. Click OK





Approval Process – Reports Method

6a. Enter Comment

Home > News > Messages > Workflow Tasks > Please approve KathyTestMessageApproval

Workflow Tasks: Please approve KathyTestMessageApproval

Claim Task | Delete Item

This workflow task applies to KathyTestMessageApproval.

Approval Requested

From: Gessner CTR Kathy
Due by: 11/5/2007 12:00:00 AM

Approved

Type comments to include with your response:

6b. Click Approve

Other options
[Reassign task](#) [Request a change](#)



Approval Process – List Method

- Another way to approve is to navigate to Unit, Messages, or Orders & Directives
- **Click** *View all Site Content*
- **Click** *Page Library*
- Locate item to approve



Approval Process – List Method

1a. Click *View All Site Content*

You are here: [Home](#) > [News](#) > [Messages](#)

View All Site Content

Messages

MARADMINS

ksadjfk [testpage5](#)

557/07 [ANNOUNCEMENT OF THE FISCAL YEAR \(FY\) 2008 FIRST SERGEANT/ /MASTER SERGEANT REGIONAL SEMINAR DATES](#)

363/07 [1STLT PROMOTIONS FOR JULY 2007](#)

362/07 [FY08 OLMSTED SCHOLAR PROGRAM NOMINATION BOARD](#)

360/07 [GENERAL OFFICER PARTICIPATION AND FUNDING FOR 2007 USMC BIRTHDAY BALLS](#)

358/07 [CHANGE 2 TO MARINE CORPS POLICY CONCERNING PREGNANCY AND PARENTHOOD](#)

359/07 [EXTENSION TO DEADLINE FOR 2007 CAPITAL MARINE USMC AND USN ENLISTED AWARDS](#)

361/07 [ASSIGNMENT OF ADDITIONAL FAO/RAO MOS FOR FY07 2ND QTR FAO/RAO EXPERIENCE TRACK BOARD](#)

354/07 [JULY 2007 SNCO PROMOTIONS FOR ACTIVE RESERVE \(AR\), SELECTED MARINE CORPS RESERVE \(SMCR\), AND INDIVIDUAL READY RESERVE \(IRR\)](#)

ALMARS

999 [Kathy Test Message Approval](#)

999999 [Kathy's Test ALMAR2](#)

044/07 [UNITED STATES MARINE CORPS BIRTHDAY MESSAGE - 10 NOVEMBER 2007](#)

042/07 [MILITARY FAMILY MONTH](#)

041/07 [BILLETS FOR CALENDAR YEAR 2007 SERGEANTS MAJOR SLATE](#)

043/07 [232ND ANNIVERSARY OF U.S. NAVY](#)

040/07 [UNITED STATES AIR FORCE ANNIVERSARY MESSAGE](#)

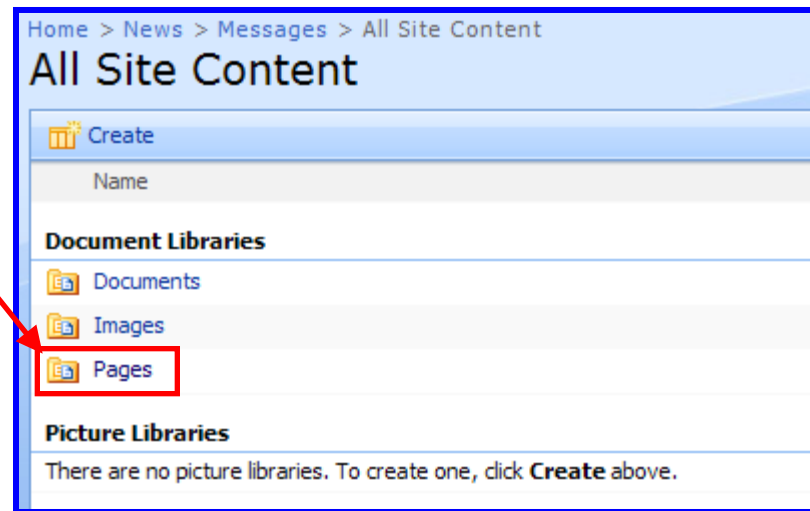
039/07 [3D MARINE DIVISION ANNIVERSARY MESSAGE](#)

038/07 [4TH MARINE AIRCRAFT WING](#)



Approval Process – List Method

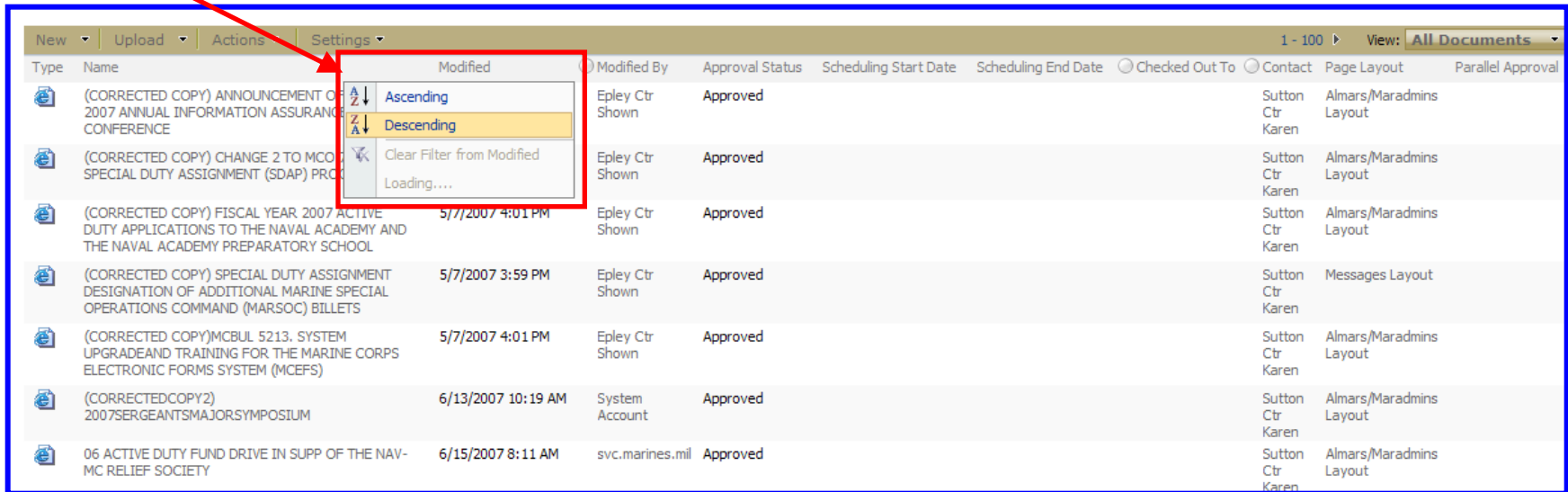
1b. Click *Pages*





Approval Process – List Method

1c. Locate Record to Approve. *Might need to sort or filter first.*



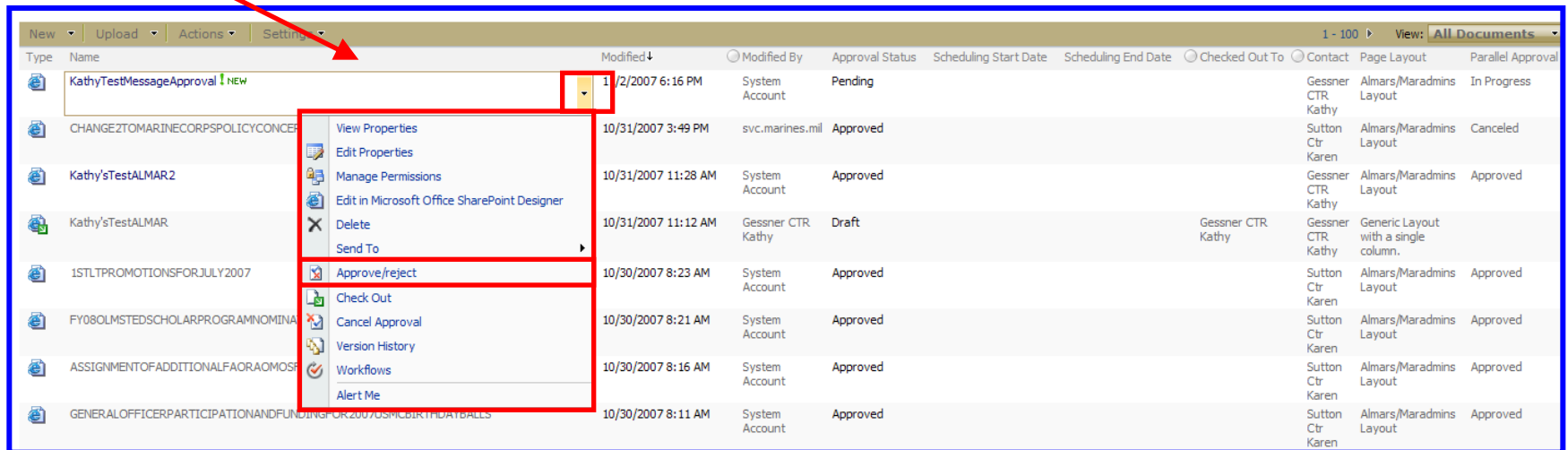
Type	Name	Modified	Modified By	Approval Status	Scheduling Start Date	Scheduling End Date	Checked Out To	Contact	Page Layout	Parallel Approval
	(CORRECTED COPY) ANNOUNCEMENT OF 2007 ANNUAL INFORMATION ASSURANCE CONFERENCE	Ascending	Epley Ctr Shown	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	
	(CORRECTED COPY) CHANGE 2 TO MCO SPECIAL DUTY ASSIGNMENT (SDAP) PROC	Descending	Epley Ctr Shown	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	
	(CORRECTED COPY) FISCAL YEAR 2007 ACTIVE DUTY APPLICATIONS TO THE NAVAL ACADEMY AND THE NAVAL ACADEMY PREPARATORY SCHOOL	Clear Filter from Modified	Epley Ctr Shown	Approved	5/7/2007 4:01 PM			Sutton Ctr Karen	Almars/Maradmins Layout	
	(CORRECTED COPY) SPECIAL DUTY ASSIGNMENT DESIGNATION OF ADDITIONAL MARINE SPECIAL OPERATIONS COMMAND (MARSOB) BILLETS	Loading....	Epley Ctr Shown	Approved	5/7/2007 3:59 PM			Sutton Ctr Karen	Messages Layout	
	(CORRECTED COPY) MCBUL 5213. SYSTEM UPGRADE AND TRAINING FOR THE MARINE CORPS ELECTRONIC FORMS SYSTEM (MCEFS)		Epley Ctr Shown	Approved	5/7/2007 4:01 PM			Sutton Ctr Karen	Almars/Maradmins Layout	
	(CORRECTED COPY) 2007 SERGEANTS MAJOR SYMPOSIUM		System Account	Approved	6/13/2007 10:19 AM			Sutton Ctr Karen	Almars/Maradmins Layout	
	06 ACTIVE DUTY FUND DRIVE IN SUPP OF THE NAV-MC RELIEF SOCIETY		svc.marines.mil	Approved	6/15/2007 8:11 AM			Sutton Ctr Karen	Almars/Maradmins Layout	

NOTE: You might need to sort or filter the list to find the record to approve. Click the drop down on the field you wish to sort or filter



Approval Process – List Method

1d. Click *Record Drop Down* on Name and **Select Approve/Reject**



Type	Name	Modified ↓	Modified By	Approval Status	Scheduling Start Date	Scheduling End Date	Checked Out To	Contact	Page Layout	Parallel Approval
	KathyTestMessageApproval <i>new</i>	10/2/2007 6:16 PM	System Account	Pending				Gessner CTR Kathy	Almars/Maradmins Layout	In Progress
	CHANGE2TOMARINECORPSPOLICYCONCE	10/31/2007 3:49 PM	svc.marines.mil	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	Canceled
	Kathy'sTestALMAR2	10/31/2007 11:28 AM	System Account	Approved				Gessner CTR Kathy	Almars/Maradmins Layout	Approved
	Kathy'sTestALMAR	10/31/2007 11:12 AM	Gessner CTR Kathy	Draft			Gessner CTR Kathy	Gessner CTR Kathy	Generic Layout with a single column.	
	1STLT PROMOTIONS FOR JULY 2007	10/30/2007 8:23 AM	System Account	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	Approved
	FY08OLMSTEDSCHOLARPROGRAMNOMINA	10/30/2007 8:21 AM	System Account	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	Approved
	ASSIGNMENT OF ADDITIONAL FAORA OMOS	10/30/2007 8:16 AM	System Account	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	Approved
	GENERAL OFFICER PARTICIPATION AND FUNDING FOR 2007 USMC BIRTHDAY BALLS	10/30/2007 8:11 AM	System Account	Approved				Sutton Ctr Karen	Almars/Maradmins Layout	Approved



Approval Process – List Method

1e. Click *Approved* or *Rejected* and **Enter Comment**

Home > News > Messages > Pages > KathyTestMessageApproval > Approve/Reject

Pages: KathyTestMessageApproval

Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it. [Learn about requiring approval.](#)

Approval Status

Approve, reject, or leave the status of the item as Pending. If you approve or reject this item, any content approval workflow that is in progress for it will be canceled.

Comment

Use this field to enter any comments about why the item was approved or rejected.

☐ Approved. This item will become visible to all users.

☐ Rejected. This item will be returned to its creator and not appear in public views.

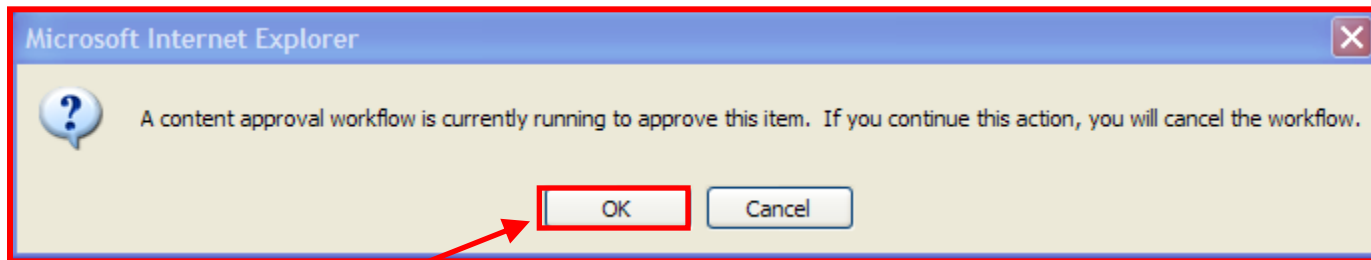
☒ Pending. This item will remain visible to its creator and all users with the Manage Lists permission.

1f. Click *OK*



Approval Process – List Method

NOTE: When using the alternate method you will be prompted that the Content Approval Workflow is currently running and that you will cancel the workflow if you continue. Just Click OK.



1g. Click OK



Approval Process – Email Method

1a. Click *link* in email to view the item to be approved.
Then go through approval process as before

From: Jeffrey Lester
To: Kathy Gessner
Cc:
Subject: FW: Parallel Approval started on default.

From: irvadev532@inforeliance.com [mailto:irvadev532@inforeliance.com]
Sent: Thursday, February 28, 2008 9:57 AM
To: Jeffrey Lester
Subject: Parallel Approval started on default.

Parallel Approval has started on **default.**

Participants are Approvers

Each person will receive a task to approve **default.** The tasks will be assigned all at one time.

[View the status of this workflow.](#)